

COMMONWEALTH OF KENTUCKY
Instructions for Obtaining a Kentucky State ABC License

REQUIREMENTS:

- a. You must be at least 21 years of age to apply.
- b. You must be a Ky. Resident for the past year unless you apply as a corporation, LLC or Ltd. Partnership.
- c. You must be a citizen of the US unless you apply as a corporation, LLC or Ltd. Partnership ownership.
- d. Individuals, partners, officers, directors or managers may not apply if, within the past 5 years, they have been convicted of any felony; or within the past 2 years have been convicted of any alcohol or controlled substance misdemeanor.

STEP 1. You must advertise your intention to apply for an ABC license(s) one time in a newspaper of general circulation in the area where the premises to be licensed is located. An officer of the newspaper must complete the affidavit of publication, which is enclosed. The completed affidavit and clipping must be attached to your application.

STEP 2. Answer all questions and have the form notarized. Incomplete or deficient applications delay processing and your application may be returned.

STEP 3. Attach a **certified check, cashier check, or money order payable to: Kentucky State Treasurer** for your application fee(s). See the attachment to determine the appropriate amount due based on license type and premises location.
WE MAY NOT ACCEPT CASH BY MAIL OR HAND DELIVERY!!!!!!

STEP 4. Kentucky residents must submit the appropriate fee **payable to: Kentucky State Treasurer** for the Administrative Office of the Courts to obtain a statewide Kentucky police record check. The cost is \$15.00 per person and a record check must be conducted on all persons listed in the Basic Application under Section D-7. You may submit one (1) check for all backgrounds provided this check is separate from your check for licensing fees. Non-residents are responsible for providing a **statewide** police record check from their state(s) of residence for the past five (5) years. If you have not lived in Kentucky for five (5) years, you must submit a statewide police record check from the state(s) previously resided in for those years along with your fee for Kentucky background checks.

STEP 5. If you apply as a corporation, limited partnership, or limited liability company, attach a copy of your articles of incorporation, partnership papers, or organizational papers from the Secretary of State. Your company must be approved to do business in the state of Kentucky and in good standing with the Kentucky Secretary of State's Office.

STEP 6. If you do not own the real estate where you will sell alcohol, attach a signed copy of your lease. All lease agreements must run through the full period of your license.

STEP 7. Under KRS 164.772 Ky. State ABC may deny a license to defaulted student loan borrowers of a Kentucky Higher Education Loan. Therefore, complete the attached Self-Certification Compliance Form enclosed in this packet and return it with your State ABC application.

STEP 8. Contact the Kentucky Revenue Cabinet at (502) 564-3306 to obtain the proper Kentucky sales tax numbers for your business. Your license will not be issued without these numbers.

STEP 9. Attach any other required affidavits such as: fire marshal certificate of seating capacity for restaurants; surety bonds for manufacturers and wholesalers, etc... Your Schedule(s) will list any attachments you need to make.

STEP 10. Take your application to your local ABC administrator and obtain their signature of approval on your state application.
(LOCAL LICENSING): There may be local requirements and fees in addition to this state application you must meet. The longer your state application sits in the Local office pending approval the longer it will take the state to process your application. Therefore, it is to your advantage to forward your state application to Frankfort as soon as possible. Visit our web site for a list of the Local Administrator in your area at <http://abc.ky.gov/>

(TIME) New licenses take the State Office approximately 30 – 60 days to process. If your license is not issued for any reason, you must submit a **written request for a refund**. The Office will retain \$50 of your application fee for processing costs.

If you have any questions or need assistance, please contact our Office or visit our web site.

<http://abc.ky.gov>

FRANKFORT: Office of Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, KY 40601-8400
(502) 564-4850 phone
(502) 564-1442 fax

NOTE: You are required to obtain a Federal Special "Occupational Tax" License from the Alcohol and Tobacco Tax and Trade Bureau (**TTB**). You must contact their office to obtain an application form and information about your federal permit: Alcohol and Tobacco Tax and Trade Bureau, Telephone Number (513) 684-3334
National Revenue Center
550 Main St., Cincinnati, Ohio 45202-3263

1 st . Class Cities	Jefferson County	
2 nd . Class Cities	City of Ashland in Boyd Co. City of Bowling Green in Warren Co. City of Richmond in Madison Co. Campbell County Christian County Daviess County	Fayette County Franklin County Henderson County Kenton County McCracken County
3 rd . Class Cities	City of Nicholasville in Jessamine Co. City of Pikeville in Pike Co. Boone County Bourbon County	Clark County Mason County Perry County
4 th . Class Cities	City of Hickman in Fulton Co. City of Augusta in Bracken Co. City of Bardstown in Nelson Co. City of Carrollton in Carroll Co.	City of Hillview in Bullitt Co. City of Morehead in Rowan Co. City of Shepherdsville in Bullitt Co.

4 th . Class Cities	City of Central City in Muhlenberg Co. City of Cumberland in Harlan Co. City of Eminence in Henry Co. City of Madisonville in Hopkins co. City of Mt. Sterling in Montgomery Co. City of Morehead in Rowan Co. City of Russellville in Logan Co. City of Shelbyville in Shelby Co. City of Springfield in Washington Co. City of Vanceburg in Lewis Co.	Anderson County Bracken County Bullitt County Carroll County Floyd County Fulton County Gallatin County Harrison County Magoffin County Marion County	Nelson County Nicholas County Union County Woodford County
5 th . Class Cities	Meade County		
6 th . Class Cities	Wolfe County		

SD	All by the drink licensees in Campbell & Kenton Counties by special elections, all restaurants, hotels, & private clubs in City of Frankfort. City of Bardstown for Private Clubs and City of Murray for GOLF licensees.
LS	Qualifying 50% food restaurants in (countywide) Boone, Daviess, Fayette (by election & ordinance), City of Carrollton 70%; Jefferson, Nelson, and Franklin Co., and Cities of Augusta, Bardstown, Bowling Green, Florence, Henderson, Hopkinsville, Lawrenceburg, Maysville, Morehead, Oak Grove, Paducah, Richmond, Shelbyville, and Warsaw by local ordinances.
LLS	Qualifying 70% food restaurants in the Cities of Elizabethtown, Franklin, London, and Radcliff, and in Oldham County by local ordinances.
RS	LD and PC licensees in Jefferson County by statute and liquor drinks and private clubs in City of Maysville, Lexington-Fayette County, Harmony Landing Country Club in Oldham County and Rolling Hills Golf Course in McCracken County by local ordinance.
ESL	All wet areas holding Automobile Race Tracks, Commercial Airports, Convention Centers, Convention Center Hotel Complex, Horse Race Tracks, and Qualified Historic Sites, Licenses by statute.

1 st . Class Cities	As listed above
2 nd . Class Cities	As listed above
3 rd . Class Cities	As listed above
4 th . Class Cities	<p>City of Central City in Muhlenberg Co. RD, ML, PC and RWL licenses</p> <p>City of Fulton in Fulton Co. RD, ML and RWL licenses</p> <p>City of Hickman in Fulton Co. RD, ML and RWL licenses</p> <p>City of Falmouth in Pendleton Co. RD, ML and RWL licenses</p> <p>City of Lawrenceburg in Anderson Co. RD, ML and RWL licenses</p> <p>City of Lebanon in Nelson Co. RC, ML and RWL licenses</p> <p>City of Madisonville in Hopkins Co. RD, ML, PC and RWL licenses</p> <p>City of Mt. Sterling in Montgomery Co. RD, ML, PC and RWL licenses</p> <p>City of Mt. Washington in Bullitt Co. RD, ML and RWL licenses with 70%</p> <p>City of Morehead in Rowan Co. RD, ML and RWL Licenses</p> <p>City of Morganfield in Union Co. RD, ML, PC and RWL Licenses</p> <p>City of Prestonsburg in Floyd Co. RD, ML and RWL Licenses</p> <p>City of Russellville in Logan Co. RD, ML and RWL Licenses</p> <p>City of Salyersville in Magoffin Co. RD, ML and RWL licenses</p> <p>City of Shelbyville in Shelby Co. RD, ML and RWL licenses</p> <p>City of Springfield in Washington Co. RD, and RWL Licenses</p> <p>City of Versailles in Woodford Co. RD, ML, and PC licenses with 70% Food & RWL</p> <p>City of Warsaw in Gallatin Co. RD, ML and RWL licenses</p> <p>Anderson County RD, and ML licenses with 51% Food & RWL</p> <p>Carroll County RD, ML and RWL licenses</p> <p>Floyd County RD, ML and RWL licenses</p> <p>Gallatin County RD, ML and RWL licenses</p> <p>Harrison County RWL and PC licenses</p> <p>Marion County RD, ML and RWL Licenses</p> <p>Nelson County RD, ML and RWL Licenses</p> <p>Nicholas County RD, ML and RWL Licenses</p> <p>Union County RD, ML and RWL licenses</p> <p>Woodford County RD, and ML for Licenses with 70% Food & RWL</p>

HOW TO FIGURE STATE ABC LICENSE FEE (\$)

1. Pick the County where your premises are to be located from this chart.
2. Pick the month you want the license(s) to become effective.
3. Which fee will you pay? () Full Year Fee () Half Year Fee
4. Go to the back page of your application “**Schedule**” and find the exact dollar (\$) amount to pay.

All other applicants use this table

COUNTY WHERE PREMISES ARE LOCATED	PAY FULL YEAR FEE For licenses issued between	PAY HALF YEAR FEE For licenses issued between
Anderson	July – December	January – June
Bell	June – November	December - May
Barren	May – October	November – April
Boone	October – March	April – September
Bourbon	July – December	January – June
Boyd	July – December	January – June
Boyle	June – November	December - May
Bracken	July – December	January – June
Barren	May – October	November – April
Bullitt	February – July	August – January
Caldwell	April-September	October - March
Calloway	April – September	October – March
Campbell	November – April	May – October
Carroll	July – December	January – June
Christian	April – September	October - March
Clark	May – October	November – April
Daviess	February – July	August – January
Floyd	June – November	December – May
Franklin	July – December	January – June
Fulton	April – September	October – March
Gallatin	July – December	January – June
Grant	December – May	June – November
Graves	April – September	October – March
Hardin	February – July	August – January
Harlan	June – November	December – May
Harrison	June – November	December – May
Henderson	March – August	September – February
Henry	July – December	January – June
Hopkins	May – October	November – April
Jessamine	May – October	November – April
Kenton	December – May	June – November
Knox	June - November	December - May
Laurel	June - November	December - May
Letcher	June - November	December - May
Lewis	July – December	January – June
Logan	May – October	November – April
Lyon	April – September	October – March
Madison	June – November	December – May
Magoffin	June – November	December – May
Marion	May – October	November – April
Marshall	April – September	October – March
Mason	July – December	January – June
McCracken	April – September	October – March
Meade	February – July	August – January
Mercer	May – October	November – April
Montgomery	June – November	December – May
Muhlenberg	May – October	November - April
Nelson	May – October	November – April
Nicholas	July – December	January – June
Oldham	July – December	January – June
Owen	February – July	August – January
Pendleton	July – December	January – June
Perry	June – November	December - May
Pike	July – December	January – June
Pulaski	June – November	December - May
Rowan	July – December	January – June
Scott	July – December	January – June
Shelby	July – December	January – June
Simpson	May – October	November - April
Todd	May – October	November – April
Union	March – August	September – February
Warren	May – October	November - April
Washington	May – October	November – April
Whitley	June – November	December - May
Wolfe	July – December	January – June
Woodford	July – December	January - June

HOW TO FIGURE STATE ABC LICENSE FEE (\$)

1. Pick the County where your premises are to be located from this chart.
2. Pick the month you want the license(s) to become effective.
3. Which fee will you pay? () Full Year Fee () Half Year Fee
4. Go to the back page of your application “***Schedule***” and find the exact dollar (\$) amount to pay.

Fayette County (Lexington Ky.) Applicants use this table

<i>Fayette County Zip Code of Premises</i>	<i>PAY <u>FULL</u> YEAR FEE For licenses issued between</i>	<i>PAY <u>HALF</u> YEAR FEE For licenses issued between</i>
40501 to 40505	October – March	April – September
40506 to 40509	November – April	May – October
40510 to 41906	December – May	June - November

Jefferson County (Louisville, Ky.) Applicants use this table

<i>Jefferson County Zip code of Premises</i>	<i>PAY <u>FULL</u> YEAR FEE For licenses issued between</i>	<i>PAY <u>HALF</u> YEAR FEE For licenses issued between</i>
40023	February – July	August – January
40025 to 40027	March – August	September – February
40041	June – November	December – May
40059	March – August	September – February
40118	April – September	October – March
40177	April – September	October – March
40201 to 40202	December – May	June – November
40203 to 40204	November – April	May – October
40205	February – July	August – January
40206	October – March	April – September
40207	June – November	December - May
40208 to 40209	June – November	December – May
40210 to 40212	April – September	October – March
40213 to 40216	March – August	September – February
40217 to 40218	February – July	August – January
40219	March – August	September – February
40220 to 40242	February – July	August – January
40243 to 40251	March – August	September – February
40252	March – August	September – February
40253 to 40256	March – August	September – February
40257	June – November	December - May
40258	October – March	April – September
40259	March – August	September – February
40261 to 40266	December – May	June –November
40268	October – March	April – September
40269	March – August	September – February
40270 to 40289	October – March	April – September
40290 to 40291	November – April	May – October
40292	June – November	December – May
40293 to 40298	November – April	May – October
40299	March – August	September – February

Kentucky ABC

How to obtain your state criminal history information

For Non-Kentucky Residents

Revised 08/17/05

Alabama 334-353-1172 www.dps.state.al.us/public/abi/cic.asp

Alaska 907-269-5767 www.dps.state.ak.us/statewide/background/index.asp

Arizona 602-223-2222 www.azdps.gov/reports/fingerprint/faq/default.asp

Arkansas 501-618-8500 www.asp.state.ar.us/demo/criminal/help_p2.php#122

California Please contact our office for information.

Colorado 303-239-4208 <https://www.cbirecordscheck.com>

Connecticut 860-685-8480 www.state.ct.us/dps/spbi.htm

Delaware Please contact our office for information.

Florida 850-410-8109 www.fdle.state.fl.us/CriminalHistory/

Georgia 404-986-5000 www.ganet.org/gbi/crimhist.html

Hawaii 808-587-3100 www.hawaii.gov/hcjdc/form.htm

Idaho 208-884-7130 www.isp.state.id.us/identification/crime_history/index.html

Illinois 815-740-5160 www.isp.state.il.us/crime/uciahome.cfm

Indiana 317-233-2010 www.in.gov/ai/hr/verification.html

Iowa 515-281-4776 www.state.ia.us/government/dps/dci/crimhist.htm

Kansas 785-296-6518 www.accesskansas.org/kbi/criminalhistory/

Louisiana 225-925-6095 www.lsp.org/who_support.html#criminal

Maine 207-624-7240 www.informe.org/PCR/

Maryland 888-795-0011 www.dpscs.state.md.us/publicservs/bgchecks.shtml

Massachusetts 617-660-4600 <http://www.mass.gov/chsb/>

Michigan 517-322-1956 www.michigan.gov/ichat

Minnesota 651-793-2400 www.dps.state.mn.us/bca/CJIS/Documents/Page-3-1.html

Mississippi Please contact our office for information.

Missouri 573-526-6153 www.mshp.dps.missouri.gov

Montana 406-444-3625 www.doj.state.mt.us/enforcement/backgroundchecks.asp

Nebraska 402-471-4545 www.nsp.state.ne.us/findfile.asp?ID=209

Nevada 775-687-1600 www.nvrepository.state.nv.us/

Kentucky ABC

How to obtain your state criminal history information

For Non-Kentucky Residents

Revised 08/17/05

New Hampshire 603-271-2538 www.state.nh.us/safety/nhsp/cr.html#criminal

New Jersey 609-882-2000 ext 2918 www.state.nj.us/lps/njsp/about/serv_chrc.html#background

New Mexico 505-827-9181 www.dps.nm.org/faq/record_request.htm

New York 518-485-7675 www.criminaljustice.state.ny.us/ojis/recordreview.htm

North Carolina www.nccourts.org/citizens/GoToCourt/Default.asp?topic=1

North Dakota 701-328-5510 www.ag.state.nd.us/bci/chr/chr.html

Ohio 740-845-2375 www.webcheck.ag.state.oh.us

Oklahoma 405-848-6742 <http://www.osbi.state.ok.us/PublicServices.htm>

Oregon http://egov.oregon.gov/osp/ID/does/crim_history.pdf

Pennsylvania 717-783-5494 <http://epatch.state.pa.us/Home.jsp>

Rhode Island 401-274-4400 <http://www.riag.ri.gov/criminal/bci.php>

South Carolina 803-737-9000 www.sled.state.sc.us/default.htm

South Dakota 605-773-3331 dci.sd.gov/administration/id/cch.htm

Tennessee 304-625-5590 www.tbi.state.tn.us/divisions/isd_riu_faqs.htm

Texas 512-424-2079 http://records.txdps.state.tx.us/dps_web/APP_PORTAL/index.aspx

Utah 801-965-4445 bci.utah.gov/Records/RecOwnRecord.html

Vermont 802-244-8727 ext 5237 www.dps.state.vt.us/cjs/recordcheck6.html

Virginia <http://www.vsp.state.va.us/cjis.htm>

Washington watch.wsp.wa.gov/

West Virginia Please contact our office for information.

Wisconsin 608-266-5764 www.doj.state.wi.us/dles/cib/crimback.asp#Q9

Wyoming attorneygeneral.state.wy.us/dci/chc.html

**EXAMPLE OF PUBLIC NOTICE
WHEN APPLYING FOR AN ABC LICENSE**

KRS 243.360 requires a person to first advertise their intention to apply for these licenses in the newspaper. Please use the following to assist you with this requirement. Place your advertisement in the legal section of the newspaper having the largest circulation for the county or city where your premises will be located.

**YOUR ADVERTISEMENT SHOULD READ AS FOLLOWS:
(Fill in the blanks)**

_____, Mailing address
(List the Name of each individual owner(s) or the name of the Corporation, Ltd, or L.L.C. the license will be issued under)

_____ Hereby declares intention(s)
(Include Street, City, State and Zip)

to apply for a _____ license(s)
(List **all license types** you are applying for. (Example) Retail Beer, Retail Liquor by the Drink, Retail Liquor by the Package, Restaurant Liquor by the Drink, Restaurant Wine by the Drink, Alcoholic Beverage Caterer's, Retailer's Liquor Drink Sampling, Retailer's Liquor Package Sampling, Alcoholic Beverage Limited Restaurant by the Drink, Alcoholic Beverage Golf by the Drink, and so on...)

(**Be sure** to refer to your ABC Schedule form for a complete list of all the license types you are making application for.)
no later than _____, The business to be licensed will be
(Enter the date you intend to make application to the State ABC)

located at _____ Kentucky _____.
(List the **EXACT** street address and city where the ABC license is to be issued) (Zip)

doing business as _____
(List the name of your business (D.B.A.))

The (owner(s); Principal Officers and Directors; Limited Partners; or Members) are as follows:

_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code

Any person, association, corporation, or body politic may protest the granting of the license(s) by writing the Office of Alcoholic Beverage Control, 1003 Twilight Trail, Frankfort, Ky. 40601-8400, within 30 days of the date of this legal publication. (End of advertisement)

Forward a clipping of this advertisement along with the Affidavit of Publication to:

Kentucky Office of Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, Kentucky 40601-8400
(502) 564-4850 phone
(502) 564-1442 fax

Commonwealth of Kentucky
Office of Alcoholic Beverage Control
1003 Twilight Trail
Frankfort, Kentucky 40601-8400

(502) 564-4850 phone
(502) 564-1442 fax

**GLUE OR
TAPE
CLIPPING
HERE**

AFFIDAVIT OF PUBLICATION

Attesting Publication of Intention to Engage in an
Alcoholic Beverage Business

The following Affidavit of Publication is to be executed by an officer of the newspaper in which the application advertised, one time before the date of application for an alcoholic beverage license, his/her intention to engage in the business authorized by the license(s) applied for. A clipping of the advertisement must be attached to this Affidavit of Publication.

_____ of _____
(Name of Officer at Newspaper) (City) (State)

Being first duly sworn, says that he / she is _____
(Title of Position at Paper)

of the _____ a newspaper printed and published in the
(Name of Newspaper)

State of _____ County of _____, and having a general circulation in the County of

_____, Kentucky, and that the attached advertisement is a true copy and has been

Published in said newspaper on the following date(s): _____

Signature of Officer _____

Subscribed and sworn to before me, a Notary Public within and for the State and County aforesaid, by
_____ to me personally known, this _____ day of _____ (year) _____

My Commission expires the _____ day of _____ (year) _____

County of _____ Notary Public _____

***THIS AFFIDAVIT PROPERLY EXECUTED MUST BE ATTACHED TO THE ABC APPLICATION FOR
LICENSING.***

LEASE AGREEMENT

I, (We) _____,
hereby agree to lease to _____,
the premises located at _____,

in _____ County, Kentucky.

The said lease shall be for a term of _____,
beginning _____ and ending _____.

The rent shall be payable at a rate of _____.

I understand and agree upon, that the premises herein named shall be used
for lawful purposes only.

Lessor X _____

Lessor X _____

Lessee X _____

Lessee X _____

Subscribed and sworn to before me, a Notary Public, on this the _____
day of _____, 20_____, by the above Lessor and
Lessee.

Notary Public _____

My commission expires _____.

SELF-CERTIFICATION FOR COMPLIANCE WITH

KRS 164.772 Default in repayment obligation under financial assistance program – Professional licensing and certification – Notification.

This form must be completed (signed and dated) by all persons interested in this application, including, but not limited to, officers, partners, and managing members.

If this involves more than one person, make copies in order that each such interested person completes this form.

Certification of Repayment of Educational Financial Assistance

I, _____, am an applicant for a license related to alcohol or alcoholic beverages issued by the Kentucky Office of Alcoholic Beverage Control. I hereby certify that I am not in default of a repayment obligation, such as a student loan repayment, under any financial program administered by the Kentucky Higher Education Assistance Authority (KHEAA).

Signature of applicant

Date

RETURN THIS COMPLETED FORM TO STATE ABC ALONG WITH YOUR APPLICATION

1003 Twilight Trail
Frankfort, Kentucky 40601-8400
502.564.4850 phone
502.564.1442 fax**"BASIC APPLICATION FOR ALCOHOLIC BEVERAGE LICENSES"***Applications may be returned if all questions are not answered completely.*

Leave Blank – For ABC Use Only

License # _____ \$ _____ Val. _____ License # _____ \$ _____ Val. _____

License # _____ \$ _____ Val. _____ License # _____ \$ _____ Val. _____

Malt Beverage Administrator's Approval _____ Date _____

Distilled Spirits Administrator's Approval _____ Date _____

(A) 1. Applicant's name(s) or company to be licensed _____

DBA (Name of Business) _____

Address of premises to be licensed _____

City _____ County _____ State _____ 9 digit zip code _____

Mailing address if different from above _____

Contact person 8:00 am – 4:30 pm _____ e-mail address _____

Contact phone _____ Fax _____ Premises phone _____

List all ABC Schedule(s) you have attached _____ Fee enclosed \$ _____

(B) 2. Tax numbers (must be issued in the applicant's name).

Ky. Sales & Use Tax # _____

Ky. Withholding Tax # _____

Ky. Corporate Tax # _____

Federal EIN # _____

(C) 3. List all types of licenses you are applying for _____**4.** What Month do you want your license(s) to become effective? _____**5.** Describe the type of business you will operate and list how you will sell alcoholic beverages. _____Check all that apply: ☐ Beer: ☐ By the drink only, ☐ By the package only, ☐ Both by the drink and package.
☐ Wine ☐ Distilled Spirits: ☐ By the drink only, ☐ By the package only, ☐ Both by the drink and package.**6.** Are you the owner of the real estate where these premises are to be licensed? _____ ☐ Yes ☐ NoIf no, you **must attach** a signed copy of your lease. ABC **will not** issue or renew any license(s) unless this lease extends through the full period of your license expiration date.

List the name of the owner of the premises real estate _____ Give date lease expires _____

(D) 7.

Complete the following for the business proprietor, partner(s) and all persons interested in the business to be licensed. List all owners, officers, directors, partners, managing members, members, and shareholders (unless publicly held). Show 100% of the ownership.

If additional space is needed, please make an attachment.

NAME AND ADDRESS	ALL PHONE NUMBERS H = HOME W = WORK F = FAX O = OTHER	SOCIAL SECURITY NUMBER	TITLE	USA CITIZEN	DATE OF BIRTH	LIST DATE & STATE WHERE YOU RESIDED IN PAST 5 YRS.	% OF OWNERSHIP
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%

Please state in section D7 if this is a publicly held company.

- (E) 8. Is the applicant a corporation, limited partnership, or limited liability company, in good standing with the Ky. Secretary of State?.....☐Yes ☐No
List the State Incorporated or organized in _____
Attach a copy of your Articles of Incorporation or Articles of Organization.
If incorporated or organized in another state, attach a Certificate of Authority to do business in Kentucky.
9. Is the entire license fee paid by the applicant and by no other person?.....☐Yes ☐No
10. Are the premises to be licensed located within an incorporated city or town?.....☐Yes ☐No
If yes, list the name of the city or town _____
11. Have you ever been licensed to sell alcoholic beverages?.....☐Yes ☐No
If yes, give the name of the state and license number(s) _____
If in Kentucky, are you transferring this license to a new location?.....☐Yes ☐No
12. Does anyone named in section D 7 of this application have any interest in any kind of alcoholic beverage business or the premises of any alcoholic beverage business other than that for which you are herein applying?.....☐Yes ☐No
If yes, describe the interest(s) _____
13. Has the applicant or any person named in section D 7 been convicted of any felony in the past five (5) years or been convicted of a misdemeanor directly or indirectly related to alcohol or a controlled substance within the past two (2) years?.....☐Yes ☐No
If yes, you must attach a statement giving a full explanation, including date(s) of conviction(s).
14. Has a license been suspended or revoked or denied for the premises to be licensed or any person named in section D7 of this Application herein? If yes, attach a statement giving a full explanation, including dates of suspension, revocation, or denial.....☐Yes ☐No
15. Are the premises to be licensed and the entrance located on the street level?.....☐Yes ☐No
If no, is the business a hotel, club or restaurant?.....☐Yes ☐No
16. a. Have the premises applied for been licensed to sell alcoholic beverages in the past twelve months?.....☐Yes ☐No
b. Are the premises currently licensed?.....☐Yes ☐No
c. If yes, give the Kentucky License number (s) _____
d. Is the license being transferred to you?.....☐Yes ☐No
e. Are you acquiring an interest in the existing business?.....☐Yes ☐No
If yes, check all the following boxes that apply to you. ☐ Inventory ☐ Fixtures and Equipment ☐ Ownership by purchase of shares
☐ Ownership by purchase of assets ☐ Leases ☐ Other _____

(F) 17. THE SELLER SHOULD COMPLETE THIS SECTION IF ITEM # 16 HAS BEEN ANSWERED "YES" OR IF SOMEONE IS TRANSFERRING THEIR LICENSE (S) TO YOU.

I (we), _____ the seller(s) or owner(s) of the business known
(Enter the **exact name(s)** that appears on the current license(s))

as _____ located at _____ Kentucky, am the holder of a
☐ Malt Beverage (beer) ☐ Liquor by Drink ☐ Liquor by Package ☐ _____ (other) license(s). The license number(s) is
(are) _____. I hereby represent that I have agreed to convey all license privileges (permitted by law) to
_____. I (we) understand that I (we) may not relinquish control of the business,
(Enter the **exact name(s)** that is applying to become the new licensee)
premises, or my interest in the licenses until such time as the buyer's application has been approved by the Office of Alcoholic Beverage Control.

Signature of Seller _____ Title _____ Date _____
(If a partnership, all partners **must sign**. If a corporation, only one officer **must sign**)

Sworn or affirmed before me on this _____ day of _____, year of _____. My Commission expires _____

Notary Public _____ County of _____ State of _____
(Canadian applicants are exempt from this notary requirement)

(G) 18. AFFIDAVIT OF BUYER OR NEW PERSON APPLYING FOR THE ABC LICENSE (S)

I, __ (print your name here) _____, do hereby swear or affirm that all statements contained in this application and all its attachments are true and correct to the best of my knowledge, information and belief. I further agree that I shall not engage in any activity involving alcoholic beverages at the premises described herein until I have been issued the appropriate license(s) by the Office of Alcoholic Beverage Control. Once the license(s) is issued, I hereby swear or affirm that I shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in alcoholic beverages.

Signature of Buyer or New Applicant _____ Title _____ Date _____

Sworn or affirmed before me on this _____ day of _____, year of _____. My Commission expires _____

Notary Public _____ County of _____ State of _____
(Canadian applicants are exempt from this notary requirement)

SCHEDULE "F"
FOOD RELATED LICENSE

LEAVE BLANK – FOR ABC USE ONLY

License Number _____ \$ _____ Validating Number _____ License Number _____ \$ _____ Validating Number _____

State Administrator's Approval _____ Date _____

(A). Applicant's name(s) or company to be licensed _____**D.B.A. (Name of Business)** _____**Address of premises to be licensed** _____**(B).** 1. Are you applying for a **Restaurant Liquor & Wine by the Drink License?** ☐ Yes ☐ No

If yes, do you meet the qualifications of 804 KAR 9:010 by being a restaurant that receives at Least 50% of your

gross annual income from the sale of food and has a minimum seating Capacity of 100 persons at tables? ☐ Yes ☐ No

(Attach copy of your Food Service Permit issued by the Department of Health.)

1a. Are you applying for a **Retailer's Liquor Drink Sampling License?** ☐ Yes ☐ No

If yes, KRS 244.050 requires you to hold an active Kentucky Retail Distilled Spirits & Wine by the Drink License.

List your Kentucky Distilled Spirits & Wine by the Drink License Number at the Sampling Location. _____.

2. Are you applying for a **Caterer's License** at premises that contain a commissary? KRS 243.033, 804 KAR 4:310 ☐ Yes ☐ NoIf yes, attached a copy of your food service permit issued by the local health department? ☐ Yes ☐ No3. Are you applying for a **Restaurant Wine by the Drink License?** ☐ Yes ☐ No

If yes, do you meet the qualifications of KRS 243.032 receiving at least 50% of your gross annual income from the

sale of food and have a minimum seating capacity of 50 persons at tables? ☐ Yes ☐ No4. Are you applying for a **Retail Beer License?** ☐ Yes ☐ No

If yes, Under KRS 243.280 premises used for the sales of gasoline and lubricating oil or for the servicing and repair of motor vehicles must maintain an inventory of not less than \$5,000 in food, groceries, and related products valued at cost.

4a. Do you meet this requirement? ☐ Yes ☐ No5. Are you applying for a **Supplemental Bar Liquor License?** ☐ Yes ☐ No

If yes, under KRS 243.037, KRS 241.010(49) how many additional bars do you wish to license? _____.

6. Are you applying for a **Special Sunday Retail Liquor by the Drink License?** ☐ Yes ☐ No

If yes, under KRS 244.290 check which license type you will qualify to hold.

☐ **a LS Sunday** (available only to holders of a restaurant liquor drink license, that seat at least 100 persons for dining and receive at least 50% of its gross annual income from the sale of food where a local ordinance has approved Sunday sales.)☐ **a SD Sunday** (available only to holders of a liquor drink license in Kenton and Campbell counties voted to extend Sunday sales by election.)**(C).** I do hereby solemnly swear or affirm that all statements contained in this application and all attachments are true and correct to the best of my knowledge, information and belief. I incorporate this schedule into my ABC basic application for a Kentucky alcoholic beverage license. I understand I may not begin to operate with alcohol activity until the Kentucky ABC Office has issued my license(s). I further swear or affirm I shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, and use of and trafficking in alcoholic beverages.**Signature of Applicant** _____ **Title** _____ **Date** _____**(D).** Your Local ABC Administrator must approve this application before it is forwarded to the State ABC. Take or mail this application, the ABC Basic application, fees, and all attachments to your Local ABC Administrator. Obtain their signature of approval below or make arrangements for this approval to be sent to the State ABC Office in Frankfort, Kentucky.**This certifies that the applicant(s) herein above named have been approved for the types of licenses applied for and for the Premises above specified.****SIGNATURE OF APPROVAL OF LOCAL ABC ADMINISTRATOR** _____ **DATE** _____☐ **City of** _____ **Administrator or the** ☐ **County of** _____ **Administrator**You may now forward this application, the ABC Basic application, all attachments, and your state license fee to:

Office of Alcoholic Beverage Control

1003 Twilight Trail

Frankfort, Kentucky 40601-8400

Telephone (502) 564-4850

Fax (502) 564-1442

To determine the ABC license fee, find the license type(s) in the left column, and then move right across the table to the month that the license will become effective.

Attach a certified check, cashier check, or a money order for your license fees. NO CASH!

TYPES OF LICENSES & FEES

Site ID

**To determine the ABC license fee, find the license type(s) in the left column, and then move right across to the fee table.
Attach a certified check, cashier check, or a money order for your license fees. **NO CASH!****

<u>LICENSE TYPE</u>	PREFIX	✓	FULL YEAR FEE Pay this amount	HALF YEAR FEE Pay this amount
<input type="checkbox"/> RESTAURANT LIQUOR DRINK (<i>liquor / wine</i>) <i>To determine if this type of license is available in your area, see page 2 of the State Instruction Sheet. 804 KAR 9:010</i>	RD	<input type="checkbox"/>	Pay fee for the largest city in the county to be licensed.	Pay fee for the largest city in the county to be licensed.
<input type="checkbox"/> SUPPLEMENTAL BAR (<i>liquor / wine by drink</i>) per bar <i>How many _____ (not available for RWL's)</i> <i>KRS 243.037 & KRS 241.010(49)</i> <i>To determine if this type of license is available in your area, see page 2 of the State Instruction Sheet.</i>	SBL	<input type="checkbox"/>	1 st . Class City 1,000.00 2 nd . Class City 700.00 3 rd . Class City 600.00 4 th . Class City 500.00	1 st . Class City 500.00 2 nd . Class City 350.00 3 rd . Class City 300.00 4 th . Class City 250.00
<input type="checkbox"/> RESTAURANT WINE DRINK (<i>wine only</i>) <i>KRS 243.032</i>	RWL	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> MALT BEVERAGE RETAIL BEER (<i>beer only</i>) <i>KRS 243.280</i>	B	<input type="checkbox"/>	200.00	100.00
<input type="checkbox"/> CATERER'S LICENSE (<i>beer / liquor / wine</i>) <i>KRS 243.033 & 804 KAR 4:310</i>	CL	<input type="checkbox"/>	800.00	400.00
<input type="checkbox"/> SPECIAL SUNDAY RETAIL DRINK (<i>liquor / wine</i>)	LS	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> SPECIAL SUNDAY RETAIL DRINK (<i>liquor / wine</i>)	SD	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> RETAIL'S LIQUOR DRINK SAMPLING (<i>liquor / wine</i>) <i>(Available only to holders of Liquor by the Drink Licenses)</i> <i>KRS 244.050</i>	DRS	<input type="checkbox"/>	100.00	50.00
TOTALS				

KRS 243.360 requires an applicant to first advertise their intention to apply for these licenses in the newspaper. Please use the attached example to assist your with this requirement. (If you are currently licensed and only adding a supplemental liquor bar or Sunday license to your premises you are not required to run this new advertisement.)

Place your advertisement in the legal section of the newspaper having the largest circulation for the county or city where your premises will be located.

After your advertisement has appeared in the paper, obtain a clipping from the paper and attach the Affidavit of Publication to your ABC application. The Affidavit of Publication is enclosed and should be completed by an official of the newspaper where the advertisement appeared.

CHECK LIST

- | | |
|--|--|
| 1. Have you answered each question fully and checked the types of licenses you are applying for? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has the buyer and seller (if applicable) signed and had this application notarized? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. We may not accept cash. Have you attached a certified check, cashier check or money order, payable to:
Kentucky State Treasurer for your license fees and a separate check for your Kentucky background checks? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you attached a certified copy of your newspaper advertisement for this License(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you attached articles of incorporation, partnership papers, or other Organizational papers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you attached a signed copy of your lease that does not expire before your license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Have you secured the signature of approval from your local ABC Administrator on this application? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. If you are applying for a Caterer's license, have you attached a copy of your food service permit? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. If you are applying for a Restaurant Liquor by the Drink License, have you attached a certificate of documentation of Seating Capacity by the Fire Marshal's office or its equivalent? | <input type="checkbox"/> Yes <input type="checkbox"/> No |